



STATE OF ALASKA  
DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
STATE LOGISTICS CENTER

3700 Airport Way  
Fairbanks, AK 99709  
(907) 451-2680 phone  
(907) 451-2673 fax

March 10, 2010

Dear Vendor,

The Division of Forestry is accepting Emergency Equipment Rental Agreements for the upcoming contractual cycle. Please remember the Division of Forestry considers **April 1<sup>st</sup>** as the start of Fire Season. Our receipt of your equipment packet prior to this date ensures timely review for accuracy and completion. Common types of equipment needed are dozers, ATV's, 25-65 passenger buses, fuel and water trucks, 4x4 trucks, automobiles and boats.

All Emergency Equipment Rental Agreements completed in 2010 will remain valid until March 1, 2012. Information and forms can be accessed at the following website:

<http://forestry.alaska.gov/equipment.htm>

Division of Forestry Area offices (Tok, Delta, Copper River, Fairbanks, Mat-Su, Kenai-Kodiak and McGrath) will have hiring information packets available should you be unable to access our website or if you prefer a hardcopy packet. The Coastal Region Office in Palmer is also available to assist with completing the packets. Visit 101 Airport Road or phone 761-6231 for assistance.

Equipment may be offered by completing the following forms:

1. Emergency Equipment Rental Agreement Form (OF-294),
2. Emergency Equipment Rental Agreement Continuation Form (OF-294a),
3. State of Alaska Request for Taxpayer ID# and Information Substitute Form W-9
4. Supplemental Engine Requirements Form (required only for Fire Engines)
5. State of Alaska Conditions of Hire for Emergency Equipment Rental Agreement Form OF-294

All documents are in Adobe PDF format except the OF-294 forms. These are available in Microsoft Word versions that can be edited electronically or printed and filled out by hand. Completed, signed forms should be returned to local area offices or via mail to the following address for review:

Alaska Division of Forestry  
101 Airport Rd.  
Palmer, AK 99645  
Attention: Equipment Fleet Manager

Upon receipt, the OF-294 form(s) will be reviewed for accuracy and compliance. Any changes or modifications to the original documents shall be agreed upon by the vendor. A designated Contracting Officer will sign the forms in Block(s) 20-22 to complete the agreement process. A copy of the signed form will be returned to the vendor.

This is a solicitation of interest and not a request to rent equipment or services. Completing these forms *does not commit* your equipment in any way to the Division of Forestry until we have contacted you to hire your equipment for a specific purpose. If your equipment is available and hired then the terms you have specified on the Emergency Equipment Rental Agreement will be binding. **Please read them carefully.**

The State of Alaska pays daily rates. Please review the State of Alaska EERA Rates for use in completing your offer. Include either your Federal Tax Number or Social Security Number in Block 4b. DUNS numbers are not needed nor used in the State of Alaska hiring process.

The following blocks should be left blank on the Emergency Equipment Rental Agreement Form (OF-294); Blocks 1, 2, 6, and 10. Block 1 and 6 will be the Division of Forestry Office closest to your business. Block 2 will be a number generated at the State Logistics Center. The beginning date in Block 3 will be your desired date to begin the contract; if left blank the default date will be the signature date of the Division of Forestry Contracting Officer. Blocks 5 and 7 are defaults. Block 10 is not applicable to the State of Alaska.

Include all of the applicable items below when completing Block 11 on the Emergency Equipment Rental Agreement Form (OF-294):

- |                 |                        |
|-----------------|------------------------|
| ✓ ICS Type      | ✓ Accessories          |
| ✓ Rental Class  | ✓ Horsepower           |
| ✓ Make          | ✓ Water Tank Size      |
| ✓ Model         | ✓ Gross Vehicle Weight |
| ✓ Serial Number |                        |

Consider offering your equipment with at least one operator. If you are able to provide two operators, enter the number "2" in Block 12 and insert the appropriate double-crewed rate in Block 13, directly below single operator entries. Vendors providing two operators are compensated for equipment that does not have a published double-crew rate by use of a supplemental Special Rate, Block 14. Please indicate when two operators are provided by including the Additional Operator Special Rate, based on type of equipment provided.

It is understood that equipment offered shall be available for use in any emergency situation, unless stated otherwise in Block 16, Special Provisions. Indicate in Block 16 if equipment is available only in a particular geographical area.

Please review the Vehicle/Heavy Equipment Safety Inspection Checklist. Become familiar with the inspection requirements that must be met before a resource can be dispatched to an incident.

By signing the Emergency Equipment Rental Agreement, vendor is stating that they will be in accordance with the State's mandatory insurance coverage requirements. Coverage does not need to be activated until equipment is hired by the Division of Forestry. Necessary coverage includes statutory worker's compensation coverage and adequate liability insurance.

The Division of Forestry policy prohibits hiring of equipment owned by Division employees. Policy also restricts contracting with family members of individuals employed by the Division. This policy is in compliance with Alaska Statute 39.52, which governs ethical conduct of State of Alaska employees. If you are uncertain about a possible conflict of interest regarding your potential contract with the Division of Forestry, disclose your familial relationship upon submission of your offer forms. Your application will be reviewed and a determination made regarding the Division's ability to hire your equipment.

We look forward to working with you in the upcoming fire season!

Sincerely,

*Alma S Hibpshman*

Alma S. Hibpshman  
Equipment Fleet Manager  
(907) 761-6231